

MSFC DOCUMENTATION REPOSITORY PROJECT REQUEST FORM

MSFC organizations requiring electronic storage, scanning, or conversion of documentation are responsible for:

- Obtaining the concurrence of the affected organizations.
- Ensuring that official records, in conventional paper, microfilm, or electronic format, are handled in accordance with current records management regulations (NPG 1441.1 and MPG 1440.2).
- Submitting MSFC Form 4354 to the MSFC Repository Technical Monitor, J. R. Hyde/AD34 (544-6791), Building 4491, after obtaining the approval/signature of the originating NASA organizational director/manager.

Requested by:	Organization Code:	Telephone Number:	Date:
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1. Service requested <i>(For CD-ROM requests, provide title for CD's and quantity required):</i>
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2. Project Name:	3. Initiator's Fund Code:
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4. Location of records to be processed <i>(Building and Room):</i>	4a. Custodian of records:
	4b. Custodian telephone number:

5. Purpose for electronic storage or conversion:
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6. Description of data <i>(e.g., project files, engineering drawings, etc.)</i> Include Export Control or Other Distribution Restrictions:	7. Disposition Authority <i>(Official Records Only):</i>
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8. Data is being submitted in the following format(s): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Hardcopy <input type="checkbox"/> Vellum <input type="checkbox"/> Microfilm aperture card <input type="checkbox"/> Microfiche </div> <div style="width: 50%;"> <input type="checkbox"/> Electronic file format <i>(specify):</i> _____ <input type="checkbox"/> Other <i>(specify):</i> _____ _____ _____ </div> </div>	
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9. For paper records, describe physical characteristics: <input type="checkbox"/> Bond <input type="checkbox"/> Cardstock Color: _____ Size: _____	
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10. Time period covered by the records:

11. Security classification of the records:

12. Estimated number of pages/drawings to input:	13. Estimated growth rate of files:	14. Number of years electronic data files are to be retained:
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15. Estimated manpower saved by project:
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ORIGINATING ORGANIZATION APPROVAL

Type or Print Name:	Organization Code:	Telephone Number:	Date:
Signature (Required):			

AD34 APPROVAL

Signature:	Telephone Number:	Date:
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